



California Department of Corrections
INFORMATIONAL BULLETIN

**Subject: REVISION TO CDC FORM 1497, INMATE
RESTITUTION FINE/DIRECT ORDER
COLLECTION AND CDC FORM 1497-A,
INMATE RESTITUTION ADJUSTMENT
TO FINE/DIRECT ORDER COLLECTION**

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The purpose of this Informational Bulletin is to officially announce the revision of the California Department of Corrections' (CDC) Form 1497, Inmate Restitution Fine/Direct Order, and CDC Form 1497-A, Inmate Restitution Adjustment To Fine/Direct Order Collection.

To help streamline the process to identify and initiate collection of restitution fines and/or direct orders pursuant to Penal Code Section 1202.04, an additional third NCR copy has been added to each form. The additional copy will be placed in the inmate's Central File (C-File), and will provide Case Records staff and the Inmate Trust Office staff access to the information entered on previously submitted forms, and assist in tracking any changes that are made. At the request of Case Records Analysts in the institutions, the Case Records staff has worked with the Office of Victims' Services and Restitution to grant the addition of the third copy.

The C-File copy of the CDC Form 1497 is pink, and the C-File copy of the CDC Form 1497-A is yellow. The copy is to be placed under the CDC Form 1151, Audit Checksheet, in the Legal Section of the C-File, with the most recent copy on top.

The CDC Form 1497 (Rev. 9/02), and the CDC Form 1497-A (Rev. 9/02), can be ordered from Prison Industry Authority on a CDC Form 1853, Reproduction Order. Each form is one-sided, printed on 8½" x 11", 3-part NCR paper, and is available in sets of 167.

Please inform all persons concerned of the contents of this bulletin. Please direct any inquiries regarding this bulletin to Judy Jasso, Associate Governmental Program Analyst, Correctional Case Records Services, at (916) 324-3445.

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Attachments